

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
Explanation (Show any positions replaced) Standard Position description #9050 Covered for Early Retirement Provisions of 5 U.S.C. 8336(c) Primary category See OPM letter dated 3/18/83.				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by				Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management										Initials	
b. Department, Agency or Establishment										Date	
c. Second Level Review				Special Agent		GS		1812		5	
d. First Level Review				Special Agent		GS		1812		5	
e. Recommended by Supervisor or Initiating Office				Special Agent		GS		1812		5	
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision					
a. First Subdivision U.S. Fish and Wildlife Service						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature						Signature					
Date						Date					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action						Series determination 1812 Grade - 1812/1811 2/72 TS-8					
Signature						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks Reference classification standard for Investigator positions, GS-1810/1811 for grade level determination (Feb. 1972); pp. 17-18. SPD#9050 initially dated 9/3/82.											
25. Description of Major Duties and Responsibilities (See Attached)											

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## **Standard Position Description #9050**

### **SPECIAL AGENT, GS-1812-5**

This is an entrance level professional position. As a trainee, the incumbent is introduced to all areas of investigative duties through planned work assignments and close association with higher grade employees in the execution of professional work processes.

#### **Major Duties:**

Performs duties, or assists higher grade employees, in the investigation and apprehension of suspects and preparation of cases for prosecution in the courts by performing the most basic types of investigative duties; i.e. , interviews and records searches.

Assists special agents of higher grade in the investigation and apprehension of persons suspected of offenses against the criminal laws of the United States, specifically fish and wildlife laws cited in 4 AM 4.2D (3) and any regulation of the Secretary of the Interior in Title 50 of the Code of Federal Regulations issued pursuant, and other pertinent laws and regulations.

Works with higher grade agents to observe the full range of law enforcement activities and receives training in the application of appropriate laws and precedent court decisions, investigative techniques and procedures, rules of evidence, report preparation, and other basic investigative activities.

Receives training in the use of firearms and operates motor vehicles and boats as appropriate.

Frequently travels away from the regular duty station; participates in assignments outside the region.

Performs substantial amounts of irregular, unscheduled, administratively uncontrollable overtime.

Possesses a valid State driver\*s permit at all times.

Protects and safeguards Government property and equipment with which charged.

As a condition of employment, the incumbent is required to undergo, and successfully pass, periodic physical examinations, participate in physical training, and maintain a physical condition that permits duties to be performed efficiently and safely.

#### **Factor 1. Knowledge Required by the Position:**

Professional knowledge of investigative techniques, constitutional law, search and seizure, arrest techniques, judicial system and rules of criminal procedure.

Ability to present investigative findings in reports in an organized and prescribed manner.

Skill and ability to communicate effectively orally and in writing.

Skill and ability to effectively utilize firearms and to operate motorized vehicles and boats.

Ability to meet and effectively interact with the general public.

#### Factor 2. Supervisory Controls

The supervisor makes assignments, giving specific and detailed instructions on new assignments. The incumbent performs routine work on own initiative. New assignments are carried out under close supervision. All work is reviewed periodically during progress for adherence to instructions, understanding or purpose, technical adequacy, and compliance with established procedures. Completed work is reviewed thoroughly.

#### Factor 3. Guidelines:

Incumbent complies with guidelines set forth by the Director, Fish and Wildlife Service, the Regional Director, and the Special Agent in Charge. Guidelines are typically set forth in the Service Administrative Manual, the Law Enforcement Manual and memoranda. Incumbent consults with superior or higher grade employees for any required deviation.

#### Factor 4. Complexity:

Performs a variety of law enforcement duties generally in an assistant capacity and with specified tasks. Assignments are carefully selected to provide incumbent with orientation to the full range of law enforcement duties and with emphasis on experience with all laws enforced by the Service. The duties include the full range of law enforcement activities, i.e. surveillance, participation in raids, interviewing witnesses, interrogating suspects, and vehicles, securing and serving search warrants, making arrests, inspecting records and documents, developing evidence for orderly presentation to United States Attorneys and other legal officers, testifying in court, preparing detailed written reports, and carrying out assigned undercover operations for very short periods of time and under close watch by other special agents.

#### Factor 5. Scope and Effects:

The purpose of the work is to perform specific routine tasks, operations and procedures related to fish and wildlife enforcement.

#### Factor 6. Personal Contacts:

Personal contacts are primarily with professional law enforcement employees, other Fish and Wildlife Service employees and the general public.

Factor 7. Purpose of Contacts:

Contacts are for the purpose of exchanging information (for examples, guidance from higher grade employees), to receive instructions from supervisory personnel and to report progress to supervisory or higher grade personnel. Contacts with the general public are primarily to conduct interviews.

Factor 8. Physical Demands:

Work requires considerable physical exertion including long periods of standing, walking over rough terrain, recurring bending, lifting, reaching or similar activities. The work requires average agility and dexterity.

Factor 9. Work Environment:

Work includes both office and outdoor settings. There is regular and recurring exposure to moderate risks and discomforts such as adverse weather conditions, high/low temperature, dusty/noisy environments, etc. Assignments include surveillance work in aircraft, boats and automobiles. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted.